



**Texoma Council of Governments**  
**Regional Review Committee Guidebook**  
**2011-2012 TxCDBG Program**

## TABLE OF CONTENTS

I.	Introduction .....	3
II.	Texoma RRC Approved Actions.....	4
III.	Summary of Texoma RRC Objective Scoring Criteria.....	5
IV.	Texoma RRC Objective Scoring Criteria .....	6

## **Part I – Introduction**

### **Texoma Regional Review Committee Guidebook 2011-2012 Texas Community Development Block Grant Program**

The Texoma Regional Review Committee (RRC) Guidebook has been prepared in accordance with the 2011 TxCDBG Action Plan and the 2011-2012 Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the Texoma Council of Governments region with the application guidelines necessary to be scored under the Texoma RRC scoring criteria.

Any questions regarding the RRC or the Guidebook should be directed in writing after the Texoma Area Guidebook has been published in the website of the Texas Department of Rural Affairs (TDRA) to:

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TDRA website: [www.tdra.state.tx.us](http://www.tdra.state.tx.us)

## **Part II – Texoma RRC Approved Action**

1. The Texoma RRC held its required Public Hearing on June 9, 2010 to hear public comments on the proposed objective scoring criteria, and to approve the RRC Guidebook, project priorities and the objective scoring criteria.
2. The Texoma RRC selected the Texoma Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC selected the Texoma Council of Governments as support staff to calculate the RRC scores and provide other administrative RRC support.
3. The Texoma RRC has established maximum grant amounts to be as follows:  
**Single Jurisdiction Applications – \$250,000**  
**Multi-Jurisdiction Applications – \$350,000**
4. The Texoma RRC did not establish set-asides for housing or non-border colonia projects.
5. The Texoma RRC will participate in the Forward Commitments Program.

## **Part III - Summary of Texoma RRC Objective Scoring Criteria**

Total Possible Points: 300

### **Need/Distress – Possible Points: 50**

1. Has applicant been funded (received 75% of the requested amount) in the previous two (2) Community Development/Community Development Supplemental (CD/CDS) Fund application cycles? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. Partial and marginally funded projects count as funded projects for scoring purposes. **(50 points maximum)**

### **Match/Leverage – Possible Points: 160**

2. What is the match amount? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries (match amount/TxCDBG funds requested). **(60 points maximum)**
3. What is the amount being requested? For multi-jurisdictional projects, the amount of record shall be the entity with the largest percentage of beneficiaries. **(100 points maximum)**

### **Cost Effectiveness – Possible Points: 50**

4. Does the project address a target area of a city or county or is the project providing city-wide or county-wide benefit? **(30 points maximum)**
5. What is the cost per beneficiary? **(10 points maximum)**
6. What is the cost per low- to-moderate income beneficiary? **(10 points maximum)**

### **Financial Capacity – Possible Points: 40**

7. Does the applicant levy a property tax? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(20 points maximum)**
8. What is the local (applicant) property tax rate for calendar year 2010? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(10 points maximum)**
9. What percentage increase has the applicant experienced in its taxable property valuation for 2009? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(10 points maximum)**

## Part IV – Texoma RRC Objective Scoring Criteria

### Need/Distress

1. Has applicant been funded (received 75% of the requested amount) in the previous two (2) Community Development/Community Development Supplemental (CD/CDS) Fund application cycles? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. Partial and marginally funded projects count as funded projects for scoring purposes. **(50 points maximum)**

**Methodology:** The TDRA tracking system report will be reviewed to determine if the applicant was funded in the 2007-2008 and/or 2009-2010 CD/CDS application cycle and points will be assigned.

If not funded in either of the 2 previous CD/CDS cycles..... 50 points

If funded in only 1 of the 2 previous CD/CDS cycles..... 15 points

If funded in 2 of the 2 previous CD/CDS cycles..... 0 points

### Information Needed from the Applicant:

Funded in the 2007-2008 cycle?      Yes \_\_\_\_\_ No \_\_\_\_\_ List Contract No. \_\_\_\_\_

Funded in the 2009-2010 cycle?      Yes \_\_\_\_\_ No \_\_\_\_\_ List Contract No. \_\_\_\_\_  
(including CDBG-R and RSF)

**Data Source:** TDRA Tracking System Report

## Match/Leverage

2. What is the match amount? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries (match amount/TxCDBG funds requested).  
(60 points maximum)

**Methodology:** If the project serves beneficiaries for applications submitted by cities, the total city population is used. If the project is for beneficiaries for the entire county, the total population of the county is used. If the project is for activities in the unincorporated area of the county with a target area of beneficiaries, the population category is based on the unincorporated residents for the entire county. For county applications addressing water and sewer improvements in unincorporated areas, the population category is based on the actual number of beneficiaries to be served by the project activities. A letter of commitment from the appropriate organization must be submitted.

Applicant(s) population equal to or less than 1,500 according to the 2000 Census:

- Match 30% or over of grant request ..... 60 points
- Match at least 23%, but less than 30% of grant request ..... 50 points
- Match at least 16%, but less than 23% of grant request ..... 40 points
- Match at least 9%, but less than 16% of grant request ..... 30 points
- Match at least 1%, but less than 9% of grant request ..... 20 points

Applicant(s) population equal to or less than 3,000 but over 1,500 according to the 2000 Census:

- Match 55% or over of grant request ..... 60 points
- Match at least 42%, but less than 55% of grant request ..... 50 points
- Match at least 29%, but less than 42% of grant request ..... 40 points
- Match at least 15%, but less than 29% of grant request ..... 30 points
- Match at least 1%, but less than 15% of grant request ..... 20 points

Applicant(s) population equal to or less than 5,000 but over 3,000 according to the 2000 Census:

- Match 65% or over of grant request ..... 60 points
- Match at least 49%, but less than 65% of grant request ..... 50 points
- Match at least 33%, but less than 49% of grant request ..... 40 points
- Match at least 17%, but less than 33% of grant request ..... 30 points
- Match at least 1%, but less than 17% of grant request ..... 20 points

Applicant(s) population over 5,000 according to the 2000 Census:

- Match 70% or over of grant request ..... 60 points
- Match at least 53%, but less than 70% of grant request ..... 50 points
- Match at least 36%, but less than 53% of grant request ..... 40 points
- Match at least 19%, but less than 36% of grant request ..... 30 points
- Match at least 1%, but less than 19% of grant request ..... 20 points

**Information Needed from the Applicant:**

Applicant Population: \_\_\_\_\_

County Unincorporated Water/Sewer Beneficiaries: \_\_\_\_\_

Applicant TxCDBG Amount: \_\_\_\_\_

Applicant Match from All Sources: \_\_\_\_\_

**Data Source:**

- Applicant Match – SF-424 and Resolution. If match is coming from a 3<sup>rd</sup> party and not a city/county, letters of commitment from 3<sup>rd</sup> party resources to document match commitment.
- Population – 2000 Census Data Summary File 3 Table P1
- County Unincorporated Water/Sewer Beneficiaries – CD Application Table verified by TDRA



3. What is the amount being requested? For multi-jurisdictional projects, the amount of record shall be the entity with the largest percentage of beneficiaries. **(100 points maximum)**

Applicant requesting less than or equal to \$125,000 in Texas CDBG funding..... 100 points  
Applicant requesting greater than \$125,000 but less than or equal to \$150,000 ..... 85 points  
Applicant requesting greater than \$150,000 but less than or equal to \$200,000 ..... 50 points  
Applicant requesting greater than \$200,000 but less than or equal to \$250,000 ..... 25 points  
Applicant requesting greater than \$250,000..... 5 points

**Information Needed from the Applicant:**

Amount of Texas CDBG Funding Requested: \_\_\_\_\_

**Data Source:** SF-424 and Resolution

## Cost Effectiveness

4. Does the project address a target area of a city or county or is the project providing city-wide or county-wide benefit? **(30 points maximum)**

**Methodology:** CD Application Table 1 Beneficiary Data Form verified by TDRA will be reviewed and points will be assigned. If the application addresses both a target area project(s) and city-wide or county-wide project(s), then the points will be assigned based on the largest number of beneficiaries for either the target area project or city-wide/county-wide project (beneficiaries for multiple target areas will be combined).

For example: a multi-jurisdictional application is received from a city and county for both county multiple target area benefit projects and a city-wide benefit project. The city-wide project serves 3,000 beneficiaries, while the county multiple target area projects serve 1,000 beneficiaries. The project is considered under the city-wide category and the highest maximum points of 30 will be assigned.

Entire city or county..... 30 points  
Target area..... 20 points

### Information Needed from the Applicant:

Target Area? Yes \_\_\_\_\_ No \_\_\_\_\_

Entire city or county? Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant Attach Project Service Area Map Clearly Delineating Project Area

**Data Source:** CD Application Table 1 Beneficiary Data Form Verified by TDRA

5. What is the cost per beneficiary? **(10 points maximum)**

**Methodology:** The CD Application Table 1, verified by TDRA, will be reviewed and points will be assigned. The following calculation will be used to determine the cost per beneficiary:  $\text{Total TxCDBG Project Costs} / \text{Total No. of Beneficiaries} = \text{Cost per Beneficiary}$ .

If cost per beneficiary is less than or equal to \$100 ..... 10 points

If cost per beneficiary is greater than \$100 but less than or equal to \$500..... 8 points

If cost per beneficiary is greater than \$500 but less than or equal to \$1,000..... 6 points

If cost per beneficiary is greater than \$1,000 but less than or equal to \$2,000..... 4 points

If cost per beneficiary is greater than \$2,000 ..... 2 points

**Information Needed from the Applicant:**

Total No. of Beneficiaries: \_\_\_\_\_

Total Project Costs TxCDBG Only: \_\_\_\_\_

**Data Source:** CD Application Table 1

6. What is the cost per low- to-moderate income beneficiary? **(10 points maximum)**

**Methodology:** The CD Application Table 1, verified by TDRA, will be reviewed and points will be assigned. The following calculation will be used to determine the cost per low-to-moderate income beneficiary:  $\text{Total TxCDBG Project Costs} / \text{Total No. of Low-to-Moderate Income Beneficiaries} = \text{Cost per Low-to-Moderate Income (Low/Mod) Beneficiary}$ .

If cost per low/mod beneficiary is less than or equal to \$100 ..... 10 points

If cost per low/mod beneficiary is greater than \$100 but less than or equal to \$500 ..... 8 points

If cost per low/mod beneficiary is greater than \$500 but less than or equal to \$1,000 ..... 6 points

If cost per low/mod beneficiary is greater than \$1,000 but less than or equal to \$2,000 ..... 4 points

If cost per low/mod beneficiary is greater than \$2,000 ..... 2 points

**Information Needed from the Applicant:**

Total No. of Low/Mod Beneficiaries: \_\_\_\_\_

Total Project Costs TxCDBG Only: \_\_\_\_\_

**Data Source:** CD Application Table 1

## Financial Capacity

7. Does the applicant levy a property tax? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(20 points maximum)**

**Methodology:** Data source information will be reviewed to determine if the city or county levies a property tax and points will be assigned.

Yes..... 20 points

No..... 0 points

### Information Needed from the Applicant:

Levy a property tax? Yes \_\_\_\_\_ No \_\_\_\_\_

**Data Source:** Cover page and applicable page identifying property tax rate for applicant's 2010 2<sup>nd</sup> quarter report as identified in the Texas Comptroller's Office of Public Accounts website/publication **or** the applicable page for the applicant as published by the appropriate county as of July 2010 **or** certification from the Chief Elected Official. This does not have to be a certified copy.

8. What is the local (applicant) property tax rate for calendar year 2010? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries.  
**(10 points maximum)**

**Methodology:** Data source information will be reviewed to determine if the property tax and points will be assigned. Property tax must be rounded up to four digits.

0.7100 and above.....	10 points
0.5600 – 0.7099 .....	8 points
0.4100 – 0.5599 .....	6 points
0.2300 – 0.4099 .....	4 points
0.1000 – 0.2299 .....	2 points
0.0000 – 0.0999 .....	0 points

**Information Needed from the Applicant:**

Applicant Tax Rate: \_\_\_\_\_

**Data Source:** Certification from the applicant’s Chief Appraiser/Tax Collector for the tax rate in effect on January 1, 2010. This does not have to be a certified copy.

9. What percentage increase has the applicant experienced in its taxable property valuation for 2009? For multi-jurisdictional projects, the applicant of record shall be the entity with the largest percentage of beneficiaries. **(10 points maximum)**

**Methodology:** The applicant's property valuation for 2009 will be compared to the property valuation for 2008. The 2008 property valuation will be divided by the 2009 property valuation. The percentage derived will be subtracted from 100% to determine the percentage increase and rounded to one decimal point. For multi-jurisdictional applications, the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record. A certification for the property valuations for 2008 and 2009 from the applicant's Chief Appraiser/Tax Collector shall be provided.

For example:  $\$500,000 / \$525,000 = 95.2\%$   
 $100\% - 95.2\% = 4.8\%$   
Applicant would receive 10 points

Equal to or less than 5%..... 10 points  
More than 5%, but less than or equal to 10% ..... 5 points  
More than 10% ..... 0 points

**Information Needed from the Applicant:**

Applicant Property Valuation for Calendar Year 2008: \_\_\_\_\_

Applicant Property Valuation for Calendar Year 2009: \_\_\_\_\_

Percentage Increase \_\_\_\_\_

**Data Source:** Certification from the applicant's Chief Appraiser/Tax Collector. This does not have to be a certified copy.